

Announcement of Internship 2019

Title: Human Resource Intern

Reports to: Director of Human Resources, Maria Davis

Length of Internship: 3 months, longer if desired
Must be available to work daytime hours at least 2 days per week
HR will work with individual to accomplish hours needed for credits

Job Responsibilities:

Intern will experience working in both a professional office setting and a Museum setting, also will learn many of the skills necessary to become a valuable Human Resource Associate.

Candidate will learn about the practical and daily aspects of:

- Employment law in practice
- Benefit Administration
- Payroll Administration
- Recruiting, Hiring, and Orientation Process
- Employee Communication, Training, and Development
- Employee File Maintenance and Document Retention
- HR Systems and Audits
- Policy and Procedure Development

Requirements: Candidate must have the highest level of confidentiality; the most minor breach is grounds for immediate dismissal from this program. Candidate should be pursuing a degree in Business Management and or Human Resource Management, have strong organizational skills, an aptitude for accuracy and detail, ability to research projects as assigned, and good written and verbal communication skills.

Compensation: Internships are **unpaid**; however, students may receive academic credit. Students are responsible for making arrangements with their schools to receive credit for internships.

To Apply: Please submit a resume, cover letter, at least one letter of recommendation from a Professor or previous employer, and a one-page recap regarding how this internship will benefit your education and career objectives. Submit to: intern@artmuseumgr.org or by postal mail:

**Grand Rapids Art Museum
Attn: Maria Davis
101 Monroe Center NW
Grand Rapids, MI 49503**